

MINUTES OF THE REGULAR MEETING OF THE TOBACCO USE PREVENTION AND CESSATION EXECUTIVE BOARD

August 17, 2000

The regular meeting of the Tobacco Use Prevention and Cessation Executive Board was called to order at 1:45 p.m., E.S.T., in Rice Auditorium of the Indiana State Department of Health (ISDH) Building by Bain Farris, Chairman. The following Board members were present for all or part of the meeting:

Bain J. Farris, Chairman
Ms. Ronnie Greenberg
Pamela Peterson-Hines
Steve Simpson, MD
Alan Snell, MD
Mohammad Torabi, PhD
Peggy Voelz
J. Michael Meyer
Robbie Barkley
Patricia Hart
Stephen Jay, MD
Karla Sneegas
Alice Weathers
Joe Hunt for Richard D. Feldman, MD (Ex-Officio)
J.D. Lux for Karen Freeman-Wilson (Ex-Officio)
Katie Humphreys (Ex-Officio)
Phyllis Lewis for Suellen Reed, EdD (Ex-Officio)
Diana Swanson, NP (Advisory Board)
Steven Guthrie (Advisory Board)
Bennett Desadier, MD (Advisory Board)
Kate Taylor (Advisory Board)
Heather McCarthy (Advisory Board)
Steve Montgomery (Advisory Board)

The following Board members were not in attendance:

Richard Huber, MD
James Jones
Robert Keen, PhD
Michael Blood, MD
Cecelia Bordador (Advisory Board)
Nadine McDowell (Advisory Board)

Robert Arnold (Advisory Board)
Diane Clements (Advisory Board)
Olga Villa Parra (Advisory Board)
Arden Christen, DDS (Advisory Board)
Kay Wheeler (Advisory Board)
Pat Rios, Office of the Governor

Others in attendance:

Rob Clark, ISDH
Joe Mills, Morgan County Local Coordinating Council
Kiki Luu, Smokefree Indiana
Lucy Villalobos, Smokefree Indiana
Brad Burk, American Cancer Society
Leslie Goss, American Cancer Society
Long Luu & Family
Lori Davis, Bloomington Hospital
Shirley Lindsey, Bloomington Hospital
Natalie Rivich, Smokefree Indiana
Anita Gaillard, St. Francis Hospital
Terry Nelson, Mishawaka High School
Harry David, MZD Advertising
Darla Shields, MZD Advertising
Shanon Shotts, MZD Advertising
Monique Hines, Indiana Minority Health Coalition
Karen O'Brien, Marion County Health Department
Mike Gery, Office of the Governor
Eric Scroggins, State Personnel Department
Jim Ladd, State Personnel Department
Dr. Rick Markoff, STAR Alliance
Louis Mahern, Publicis
Penny L. Davis, State Excise Police
Carol Collins, Baker & Daniels
Kelly Alley, Smokefree Indiana
Grant Monahan, Indiana Retail Council
Marie Washington, Smokefree Indiana
Troy Liggett, Ice Miller

Bain Farris started the meeting by thanking the ISDH for providing the room for the meeting.

Minutes

Mr. Farris asked for discussion and/or corrections to the July 20, 2000, minutes. Hearing no corrections or comments Mr. Farris entertained a motion to approve the July 20, 2000, minutes as distributed. On a motion made by Dr. Torabi, seconded by Dr. Jay, and passed unanimously, the Board approved the July 20, 2000, minutes as distributed.

Mr. Farris distributed several items of interest to the Board:

- 1) A joint "Policy Statement on Tobacco Use Prevention and Control" from the Association of State and Territorial Health Officials (ASTHO), the National Association of County & City Health Officials (NACCHO), and the National Association of Local Boards of Health (NALBOH).
- 2) Chapter 27, "Tobacco Use" from Healthy People 2010.
- 3) Information from the U.S. Surgeon General's Report on "Reducing Tobacco Use" - a press release, fact sheets, and a summary.
- 4) A memo from David Maidenbergl and examples of Ethics Policies from the State Ethics Commission.

Mr. Farris stated that he will form an Evaluation Committee to provide medical oversight. Doctor Jay has agreed to chair the Evaluation Committee.

Mr. Farris asked for volunteers to coordinate the Board's Ethics Policy. A draft should be presented at the September Board meeting, with a final document for the Board to approve in October.

Mr. Farris reviewed the role of the Advisory Board. Joe Hunt distributed a document outlining the role of the Board according to IC 4-12-4-16. The Chairperson for the Advisory Board is the Executive Director. The Advisory Board will meet at least quarterly, at the call of the Chairperson. The Advisory Board will make recommendations to the Executive Board concerning:

- 1) the development and implementation of the mission statement and long-range state plan of the Executive Board;
- 2) the criteria to be used for the evaluation of grant applications for Tobacco Use Prevention and Cessation Trust Fund grants;
- 3) the coordination of public and private efforts concerning reduction and prevention of tobacco usage; and
- 4) any other recommendations as requested by the Executive Board.

The Advisory Board is not entitled to a salary, per diem, or reimbursement of expenses for service. The Advisory Board may establish subcommittees as necessary to carry out its duties.

Mr. Farris stated that a draft organizational chart and budget will be presented to the Board in September. There will also be presentations from other agencies on existing anti-tobacco programs in Indiana at the September meeting. Representatives from the Centers for Disease Control and Prevention (CDC) are scheduled to present to the Board in October.

Mr. Farris responded to Dr. Huber's previous question about proxies attending for the Board members. The ISDH Office of Legal Affairs has advised that, according to the statute, proxies may not sit in place of a Board member but may attend as an observer in the audience.

Mr. Farris stated that Dr. Alan Snell has agreed to chair the Mission Statement Committee.

Update on Executive Director Search

Mr. Farris asked Eric Scroggins, Deputy Director of the State Personnel Department, to update the Board on the progress of the search for an Executive Director. Mr. Scroggins distributed a list of recruiting resources. Currently, 20 applications have been received. The closing date for submission of applications is August 31, 2000. The State Personnel Department will triage the applications, compare the qualifications with the job description and group them into three grade categories - A, B, and C.

Mr. Farris introduced Marie Washington, Regional Director of the Northeast Coalition of Smokefree Indiana, to update the Board on youth-directed tobacco programs already in place in Indiana. Ms. Washington asked Kate Taylor, Tobacco Use Prevention and Cessation Advisory Board member; and Kiki Luu, youth advocate for anti-tobacco programs and a Smokefree Indiana volunteer, to make the presentation. Their presentation focused on what is currently happening in the fight against big tobacco; how to start youth movements in Indiana as learned from the Florida Learning Lab; and how to develop community partnerships using current time, skills, and resources in Indiana.

Mr. Farris asked for comments or questions from the Board and/or public.

Joe Mills, Local Coordination Council of Morgan County, spoke to the Board about the importance of the small county perspective in relationship to anti-tobacco programs. He reported that there are established Alcohol, Tobacco and Other Drugs (ATOD) Coalitions in every county.

Dr. Simpson, Executive Board member, stated that "coordination" should be emphasized when developing the Mission Statement.

Dr. Snell asked for comments from the Board members who attended the 11th World Conference on Tobacco Or Health. Dr. Jay, Karla Sneegas, Dr. Torabi, Peggy Voelz, Dr. Snell, Steve Montgomery, and Ronnie Greenberg all made positive comments about the Conference. Additional information on the Conference can be obtained from the web page at www.wctoh.org.

The next meeting is scheduled for September 21st at 1:30 p.m at the ISDH Building in Rice Auditorium.

The Executive Board meeting adjourned at 3:35 p.m.